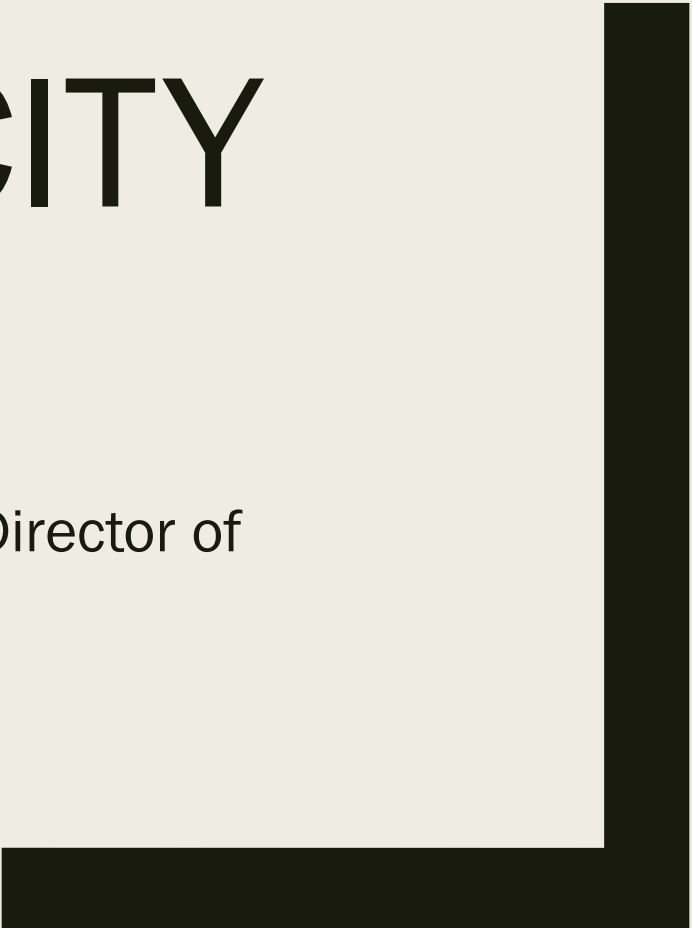# NAVIGATING CITY COLLEGE

Presented by:  Dominic Stellini, Executive Director of Student Engagement

# What You Need to Know:

- The "business" of being a student;
  - Enrollment Management Team
- CUNY systems you will be using:
  - CUNYFirst: CUNY's Student Information System
  - DegreeWorks: On-line Degree Audit
  - BlackBoard: Learning Management System
  - Navigate: Coordinated Advising
- City College Systems / Accounts you will be using:
  - CityMail: CCNY Student Email
  - ZOOM: CCNY's Zoom Account
- Support:
  - IT Help Desk
- Final Tips
- To Do List

# The Business of Being a Student

- Registration

  - *Getting advising*
  - *Enrolling*

- Financial Aid

  - *FAFSA*
  - *TAP*
  - *Loans*

- Bills

  - *Bill Payment*
  - *Payment Plans*
  - *Buying Books*

# Who is responsible for that business "stuff"?

Not your parents, grandparents, spouses or guardians.

Not your advisor.

Not your BFF.

## YOU!

# Enrollment Management

The Enrollment Management Team is located on the first and second floor of the Wille Administration Building. This team of professionals is who you will work with to manage most of the non-academic "business" of being a student.

- **Admissions: (A101)**
  - *New York State residency*
  - *Transfer Credit (including AP, College Now, IB and credit from other colleges)*
- **Registrar: (A102)**
  - *Verification of attendance letters*
  - *Registration issues (see your advisor first)*
- **Bursar: (A103)**
  - *In person bill payment (on-line options available)*
  - *Tuition Payment Plan*
- **Financial Aid: (A104)**
  - *Grants including Pell, TAP, Excelsior*
  - *Student and Parent Loans*
  - *Financial Aid Verification*
- **Evaluation/Testing: (A213)**
  - *Math Placement Testing*
  - *English as a Second Language (ESL)*
  - *Ability to Benefit Testing (ATB)*

# CUNY Systems

For all of these systems you will login through the CUNY.edu website. Use your CUNY (CUNYFirst) login information:
- •CUNYFirst
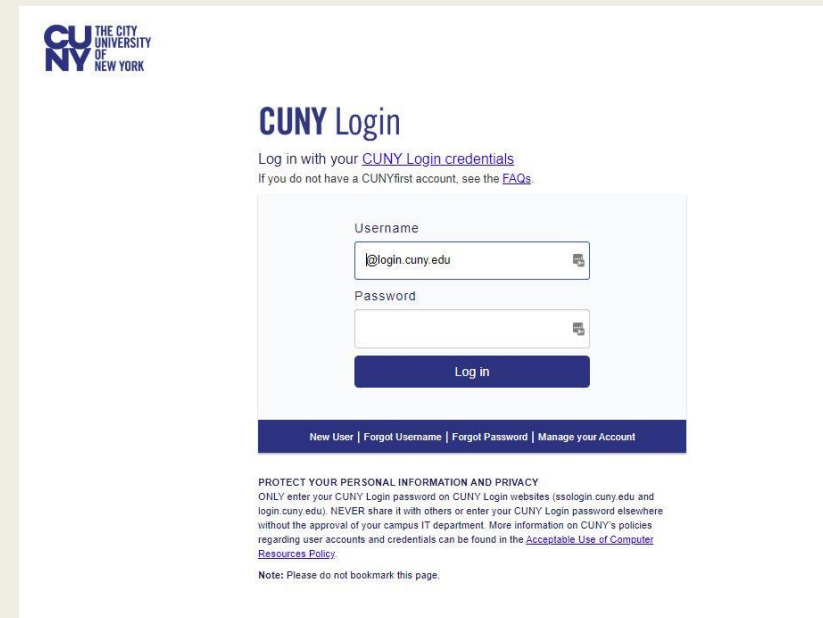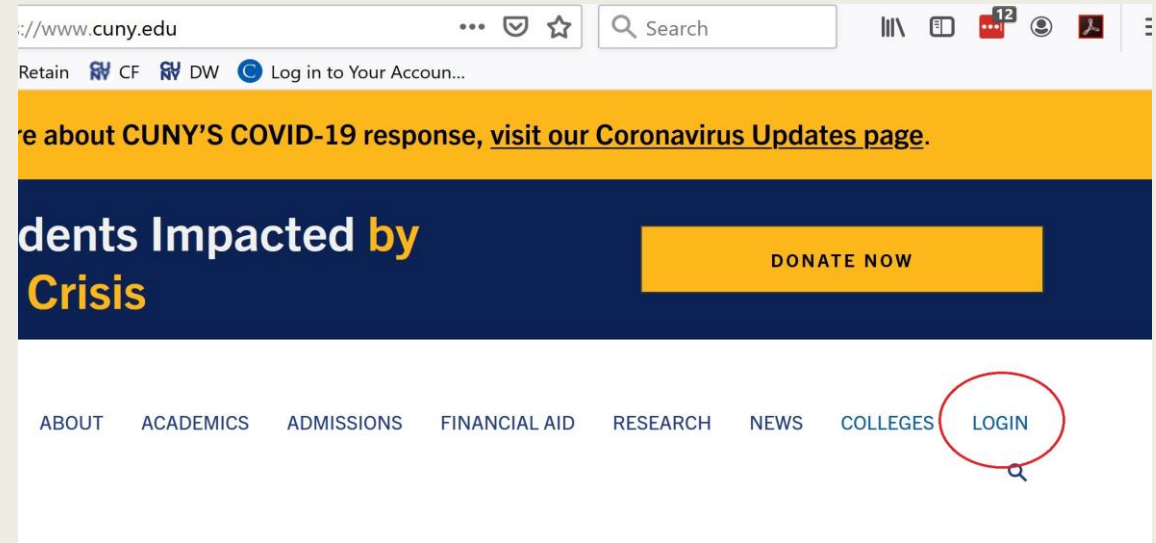- •DegreeWorks
- •BlackBoard

Your CUNY Login info look like this:

Username:

Gina.Student56@login.cuny.edu

Password:

SuperSenior2020!

# CUNYFirst

CUNYFirst is the CUNY student information system we use to keep track of all of your information. Contact information, grades, registration, finances, bills, etc. In a word, everything.

Enrollment
– *Search for classes (Class Search Guide)*
– *Enroll in classes (Enrollment Guide)*
– *Add/Drop/Swap classes*
– *Withdraw from classes*
– *View your enrollment dates*

Finances
– *View holds, including financial aid holds*
– *View your financial aid*
– *Check your tuition balance*

Personal information
– *Update your address*
– *Update your email address*
– *Update your phone number*
– *Update your emergency contact information*
– *Access unofficial transcripts*

Other
– *View your grades*
– *View your schedule*
– *View your course history*
– *Apply for an ePermit (ePermit Information)*
– *Apply for graduation*

# CUNYFirst:
## Student Center

This is your home base within CUNYFirst. Get to know this screen and the places it can take you.

Recommendation: Use Firefox for CUNYFirst. Some of the links bring you to systems that work best (or at all) in Firefox.

# Student Center:
## Main Sections

- Academics:

    - This Week's Schedule:

    - Important Links:

    - Visual Schedule Builder: We will come back to this

- Finances:

    - Account Summary

    - Account Inquiry

    - Financial Aid Links

    - Make a Payment

# Student Center:
## Information Boxes

- Search For Classes Link

- Holds Box: Pay attention to anything in this box. However, not all items are holds and not all items are from City College.  Click "Get Details" link to get more information

- To Do List:  These are important.  Most have to do with Financial Aid or could impact your ability to enroll. Click on "more" link for instructions.

- Milestones: Mark the completion of non-course related degree requirements.

- Enrollment Dates: Lets you know when your next enrollment appointment is.

# Schedule Builder (VSB)

Schedule Builder is a visual tool designed for students to explore, plan and build their class schedule for the upcoming semester. With this tool, students can arrange selected courses into a conflict-free timetable grid, making it easier to see what available options best fits into their personal and academic lives.

VSB Student Guide

VSB FAQs



## Create a Personalized Class Schedule that Works for You!

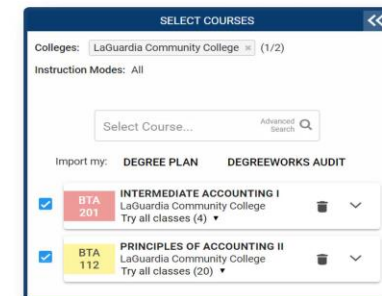**CU NY | Schedule Builder**

cuny.edu/schedulebuilder

### 1. LOG IN

- Go to home.cunyfirst.cuny.edu
- Go to "Student Center"
- Click "Launch Schedule Builder"

### 2. SELECT CLASSES

- Search for classes

### 3. GET THIS SCHEDULE

- Block out times you prefer not to take classes
- Review the generated results
- Click "Get This Schedule" then "Do Action"
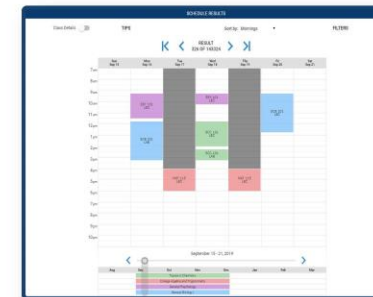
# Tuition Bill Due Dates and Other Deadlines for Fall 2020

| If you register between these dates: | Your payment due date will be: |
|---|---|
| March 30, 2020 - July 1, 2020 | July 15, 2020 |
| July 2, 2020 – July 22, 2020 | August 5, 2020 |
| July 23, 2020 – August 19, 2020 | August 19, 2020 |
| August 20, 2020 or later | Immediately |

8/25/20 Last day to drop classes for 100% tuition refund
8/26/20 Classes begin
9/1/20 Last day to drop classes for 75% tuition refund
9/8/20 Last day to drop classes for 50% tuition refund
9/15/20 Last day to drop classes for 25% tuition refund

Check here for bill due dates and deadlines for Summer 2020

# Know What You Owe

Follow the below steps to KNOW WHAT YOU OWE!

When you register for classes, your tuition balance will change, but did you know that if you add or drop a class, your balance may change again?

**1**. Check your CUNYFirst Account for any current charges.

**2**. ALWAYS select Charges Due for a detailed report.

**3**. Don't miss your bill due date on the left!

# Blackboard:
## Your online home for your classes

- Blackboard allows students and faculty to participate in classes delivered online or use online materials and activities to complement face-to-face teaching.

- The degree to which Blackboard is used at the College varies. Professors can send announcements and messages the entire class at once.

- Key Features:
  - *Syllabus*
  - *Announcements*
  - *Discussion boards*
  - *BlackBoard Collaborate*

- Tip: Use Firefox.  It is the best browser for Blackboard

- Online BlackBoard Support

- BlackBoard User Guides

# DegreeWorks:
## Online Degree Audit

DegreeWorks is a web-based program that enables you to easily track your academic progress. You will be able to see how specific College requirements have been met and what courses you can take to fulfill the requirements which are remaining.

Tips:

- Use Firefox. It is the only browser that truly works.

- Check your degree works regularly:

    - *Prior to and after each semester*
    - *After each enrollment*

- Bring a printout of your Worksheet to each advising session.

- Check to see if you have any classes listed as "Non-contributory". If so, speak to your advisor right away.

# City College Systems

For all of these systems you will login through the CUNY.edu website. Use your City College E-Mail Credentials:

- CityMail

- Microsoft 365

- Zoom

Your City College E-Mail Credentials look like this:

Username:

*Gstu002@citymail.cuny.edu*

Password:

*ScaredFrosh2024!*

# CityMail

CityMail is your official City College email account and so much more.

- This is your business address as a City College student.
- This is the only email account that the college will use to communicate with you, so check it daily.
- Your login credentials for this account also serve as your login to the campus Wi-Fi and computers in all computer labs.
- CityMail is part of the FREE Microsoft 365 package that you are entitled to as a CCNY Student.

Pause this video and activate your CityMail Account now.



welcome to... **CITYMAIL** for students

Welcome to Citymail! Through a CUNY-wide partnership with Microsoft, we are offering students a state-of-the-art e-mail and communications suite. Everything you do online - e-mail, shared calendars and chatting - now works together better than ever with 24/7 reliability. Your Citymail account offers you many great features that come with running on the Microsoft® Office 365 platform >>>>

**Enjoy the Great Features**

>>>>
- 25 GB of Mail Space and Calendars
- 20 MB Message Size Support
- Lifetime Account
- Anti-Spam/Virus Protection
- 24/7 Reliability
- Mobile Access
- Shared Calendar and Address Books
- Collaboration Tools (Skydrive, Office Web Apps, etc.)

**CITYMAIL LOGIN**

**About Microsoft® Office 365**

Use full email address to login.

jdoe000@citymail.cuny.edu

··········

- Account Activation (CCNY)
- Password Reset (CCNY)

- Account Activation (CUNY Med)
- Password Reset (CUNY Med)

- Citymail - FAQs

*for CUNY Med students first registered in Fall 2016 or later

# Microsoft 365

Your CityMail account is a web-based e-mail service, provided by Microsoft's Office365, for Undergraduate, Graduate and Non-Degree students enrolled for courses. This service is the building-block in providing a more feature-rich set of tools for collaboration using cloud-based Microsoft product offerings, such as Word, Excel, and PowerPoint.

Features also include:
- Cloud-based e-mail and calendars
- 25 GB storage per user for (e-mail and calendars)
- Office Web Apps - Create and edit with these Microsoft applications in your favorite browser:
    - *Microsoft Word*
    - *Microsoft Excel*
    - *Microsoft PowerPoint*
    - *Microsoft OneNote*
- Share files and documents with classmates.



Download Microsoft 365 NOW for FREE

# Zoom

Zoom is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, collaboration, chat, and webinars across mobile devices, desktops, telephones, and room systems. As a member of the City College community you have access to Zoom account.

Students use Zoom for the following:

- Attending online classes

- Organizing and participating in study groups

- Virtual appointments with your advisor

- Attending faculty "virtual" office hours

- Participating in Webinars

Activate your CCNY Zoom account NOW

# Information Technology (IT)

All City College students use the technology infrastructure and services provided by the Office of Information Technology (OIT) while they are here at City College. As a registered student of City College you will be able to access all of the OIT online tools, resources, and services that are supported by the OIT. We are here to help you succeed and achieve your goals.



IT SERVICES

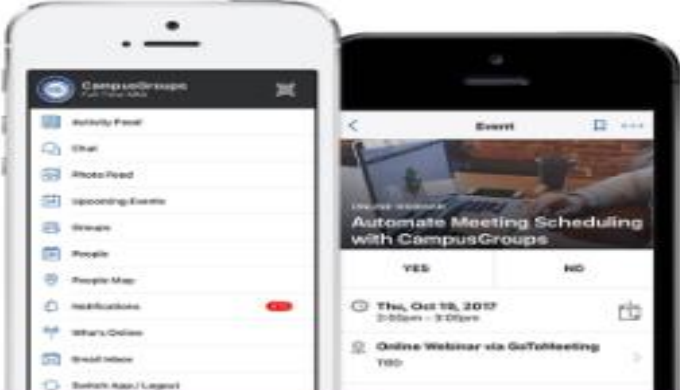Valuable IT information for all new students:

IT SERVICE DESK

# Student Life Mobile App

**Features of CCNY Student Life Mobile App:**

- Easy access to full schedule of events
- Lists and descriptions of speakers and exhibitors
- Integration with Twitter, Facebook, YouTube
- Clubs and organization

# New Student Orientation: FAQ and Parent Guide

All new students are required to complete the Online New Student Orientation (NSO). Once you complete the Benny's Online Academic Training quiz you will receive an email with the NSO instructions.

Below are links to a NSO FAQ and a to a page for family and friends:

Frequently Asked Questions
Parent and Family Guide

# Tips For Stress Free Enrollment:

1. Know your degree requirements (check the Undergraduate Course Bulletin)

2. Check your CUNY First Account frequently

3. Check your CityMail *at least* once daily!

4. See your academic advisor often, at least twice a semester. Advising is about more than your class schedule.

5. Consult the academic calendar frequently

Two very important dates:

- 8/26: First day of Classes
- 9/15: Deadline to declare a major for fall 2020

6. Whether paying your bill or changing your major, allow at least two business days for processing before a deadline

2015 - 2016

UNDERGRADUATE BULLETIN
The City College of New York

The City College
of New York
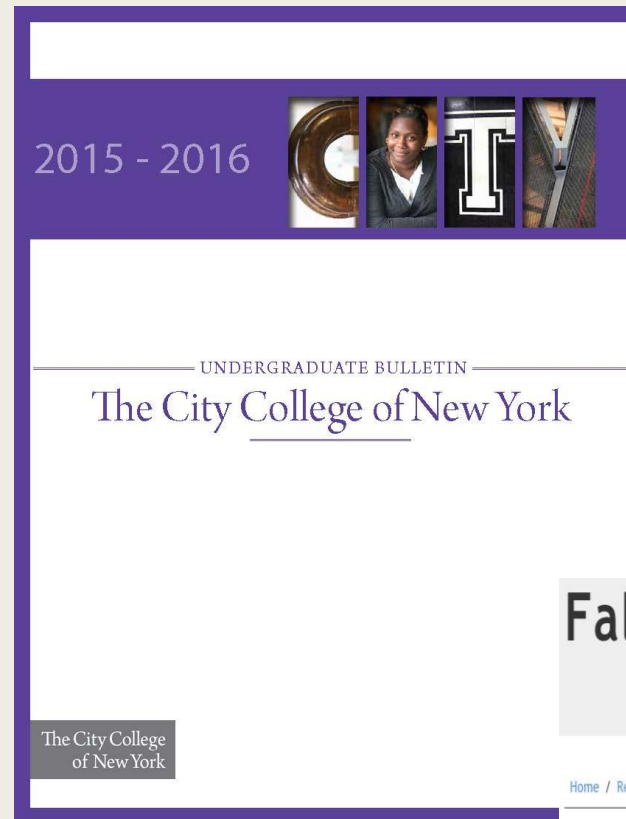
## Fall 2020 Academic Calendar

Home / Registrar / Fall 2020 Academic Calendar

*Dates are subject to change*

| DATES | DAYS | |
|-------|------|---|
| August 01 | Saturday | Application for degree for January and February 2021 begins |
| August 19 | Wednesday | Last day to apply for Study Abroad |
| | | Last day of Registration; |
| | | Last day of to file E-Permit for Fall 2020; |
| August 25 | Tuesday | Last day to drop classes for 100% tuition refund; |
| | | Start of Fall Term; |
| | | Classes begin; |
| August 26 | Wednesday | Initial Registration Appeals begin; |

# Things to Do NOW

1. Activate your CityMail Account
   - Write down your password for now.

Note: you will need to activate your CityMail account prior to doing the following:

2. Download Microsoft 365
3. Activate your City College Zoom Account
4. Download the Student Life Mobile App